



CALVERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

NOTICE OF VACANCY

DATE

POSITION:

INSTRUCTIONAL PROGRAMMING CLERK

LOCATION:

Administration

POSITION SUMMARY:

The Instructional Programming Clerk will support the office of the Superintendent in performing clerical duties, answering telephones, managing and distributing information. In addition, this administrative assistant will assist departments within the central office with the completion of special tasks. These tasks may include but are not limited to formatting of technology, assisting with special events and supporting directors.

REPORTS TO:

Superintendent

EDUCATION, CERTIFICATION, AND EXPERIENCE:

1. High school diploma or possession of a general education development (GED) program certificate

KNOWLEDGE, ABILITIES, AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)

1. Demonstrate knowledge in the use of technology, including Microsoft Office.
2. Demonstrate knowledge in the formatting of technology, including IPaDs, PCs, etc.
3. Demonstrate the ability to do word processing.
4. Demonstrate familiarity with data collection and reporting.
5. Demonstrate effectiveness producing written and oral communication.
6. Demonstrate the ability to establish productive relationships with students, teachers, staff, central office personnel, parents, community agencies, and community members.

7. Demonstrate strong organization skills.
8. Demonstrate the ability to manage time in the completion of tasks.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, DUTIES & RESPONSIBILITIES:

1. Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries.
2. Directs visitors by maintaining employee and department directories; giving instructions.
3. Maintains security by following procedures; monitoring KeepNTrack; issuing visitor badges.
4. Maintains telecommunication system by console operation.
5. May assist the Volunteer Coordinator and school administration in the approval of potential parent volunteers in KeepNTrack.
6. May assist the Volunteer Coordinator with organizing and coordinating all arrangements for the volunteer end of year celebration, including maintaining the budget for the event.
7. Collects, maintains and reports data regarding volunteer hours worked.
8. Assists the Director of Construction in completing clerical tasks, scheduling appointments, developing presentations, etc.
9. Assists the Technology Integration Specialist in formatting Ipads and other devices as necessary.
10. Assists the Director of Student Services with the approval and distribution of community flyers.
11. May assist the Director of Human Resources by creating employee identification cards.
12. Ensures confidentiality in all aspects of job responsibilities.

OTHER DUTIES:

(Duties listed are not intended to be all inclusive nor limit duties that might reasonably be assigned.)
Performs related work as required or assigned by the Superintendent

PHYSICAL DEMANDS:

Position requires significant periods of standing and walking and may require minimal lifting. Work is performed in a typical office environment.

UNUSUAL DEMANDS:

May be subject to a flexible work schedule

TERMS OF EMPLOYMENT:

Twelve (12) month position and salary commensurate with qualifications applied to the salary schedule for support employees (Grade 17). All employees are encouraged to have automatic payroll deposit.

FLSA STATUS:

Non-exempt

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

Immediate Vacancy

APPLICATION PROCEDURE:

This posting will remain open until filled.

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools’ website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 - Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocras.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment.

Students, parents and community members may report allegations of harassment to:

Ms. Cecelia Lewis
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Mr. Zachary Seawell
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocracas.ed.gov> or call 1-800-421-3481.